

Interim Region 8 Financial Report for 2016

Brian R Harrington
Treasurer: IEEE Region 8

IEEE Region 8 Committee Meeting
Porto, Portugal: 25th September, 2016



Claiming Expenses

Expenses

The Institute of Electrical and Electronics Engineers, Inc.

Expense Report: Region 8

Version 7: October 2009
Page 2: Scroll →

IEEE

Name: _____ Period Ending: _____

Event: _____ RS Committee Role: _____

Attending As: _____

The Currency used to complete this Report is _____ IEEE Membership Number: _____

Purpose of Trip - Note each day's activity

The Default Currency for Car Mileage is the EURO
If Expense Report is in a Different Currency enter
Conversion Ratio for your Currency in Box below:

1.00000

Provide details and full support on items (1) through (7)

| Details: | Date: | Location: | MILES | KM | Enter Distance Driven each day in Row 25 and Select MILES or KM box with an 'X'. | Currency? | Expense |
|--|-------|-----------|-------|----|--|-----------|---------|
| Personal Car Usage: (Enter 'X') | | | | | | | |
| Transport - Tolls and Parking | | | | | | | |
| Mileage Allowance @ 0.377 per Mile | | | | | | | |
| Mileage Allowance @ 0.234 per Km | | | | | | | |
| Taxi / Bus: Itemized Expenses C / F from Page 2 #1 | | | | | | | |
| Plane, Train, Car Rental (Provide Receipts) | | | | | | | |
| Lodging - Self | | | | | | | |
| Meals / Self: Expenses C / F from Page 2 #2 | | | | | | | |
| Official Guests: Expenses C / F from Page 2 #3 | | | | | | | |
| Internet (Telephone and Fax) | | | | | | | |
| Tips and Gratuities: Expenses from Page 2 #4 | | | | | | | |
| Visa | | | | | | | |
| Other Expenditure (5): | | | | | | | |
| Other Expenditure (6): | | | | | | | |
| Charged Directly to IEEE and CB Charge Card (7): | | | | | | | |
| Total Expense for Region 8 | | | | | | | |

Provide details below and attach full support on items 5, 6, & 7

(5) _____

(6) _____

(7) _____

| | | |
|-----------------------------------|---|--|
| Total of Expenditures Incurred | - | |
| Less Charged Directly to IEEE (7) | - | |
| Less Advance from IEEE Region 8 | - | |
| Balance of Expense Report | - | |

Convert Balance to Other Currency? 1.00000 Currency?

Reimbursement Amount & Currency

Analysis:

| DATE | DESCRIPTION | AMOUNT |
|-------|---|--------|
| 04/10 | Region 8 Committee Meetings and Social Events | - |
| 05/20 | Region 8 Committee Travel | - |
| | Other Expenditures or Recoveries | - |
| | Analysed Total | - |

Signature: _____ Date: _____

Approved: _____ Date: _____

NOTE: Complete the form in one currency and convert the final total if required.

02/05/2010

Page 1

Expenses

SEND TO:
b.harrington@ieee.org

Copy on the Region 8
Web Site

Reasonable Quality
Scanned Copies of
Receipts are Fine

**COPIES OF RECEIPTS AND VOUCHERS
ARE REQUIRED**

SEND TO:

b.harrington@ieee.org

the Region 8
Web Site

Reasonable Quality
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Expenses

The Institute of Electrical and Electronics Engineers, Inc.

IEEE

Expense Report: Region 8

Version 7: October 2009
Page 2: Scroll →

Name: _____

Event: _____

The Currency used to complete this Report is _____

Period Ending: _____

R8 Committee Role: _____

Attending As: _____

IEEE Membership Number: _____

Purpose of Trip - Note each day's activity

The Default Currency for Car Mileage is the EURO
If Expense Report is in a Different Currency enter
Conversion Ratio for your Currency in Box below:

1.00000

Provide details and full support
on items (1) through (7)

Details:

Date: _____

Location: _____

MILES KM Enter Distance Driven each day in _____

Personal Car Usage: (Enter 'X') _____

Transport - Tolls and Parking _____

Mileage Allowance @ 0.377 _____

Mileage Allowance @ _____

Taxi / _____

Charge Card (7): _____

Provide details below and attach full support on items 5, 6, & 7

(5) _____

(6) _____

(7) _____

Total of Expenditures Incurred _____

Less Charged Directly to IEEE (7) _____

Less Advance from IEEE Region 8 _____

Balance of Expense Report _____ Currency?

Convert Balance to Other Currency? 1.00000 Currency?

Reimbursement Amount & Currency _____

Analysis:

04:10 Region 8 Committee Meetings and Social Events _____

05:20 Region 8 Committee Travel _____

Other Expenditures or Recoveries _____

Analysed Total _____

Signature: _____ Date: _____

Approved: _____ Date: _____

NOTE: Complete the form in one currency and convert the final total if required.

Page 1

02/05/2010

Expenses

Bank Transfer Details

Bank Account is Held in the Name of: _____

Your Address: _____

Bank IBAN or Account Number / Sort Code: _____

SWIFT BIC Code: _____

Address of Bank: _____

MORE ↓

Amount: _____

Expenditure on Region 8 business must always conform to Region 8 Travel Policy. Air Travel must be at the most economic discounted rate. We cannot pay Air travel for accompanying wives or partners; although they may take part in the social events organised. Any difference between a single and double bedroom rate is the responsibility of the member as are any incidental expenses incurred. The Treasurer will, at discretion, pay on the receipt of readable scanned copies of supporting documents.

b.harrington@ieee.org

If Payment Is Required through an Intermediate Bank Complete Further Information

Payee Bank:

Bank IBAN or Account Number: _____

SWIFT BIC Code: _____

Address of Bank: _____

Intermediate Bank:

Bank IBAN or Account Number: _____

SWIFT BIC Code: _____

Address of Bank: _____

Other Payment Instructions: _____

IF FIRST
EXPENSE CLAIM

OR

DETAILS HAVE
CHANGED

State Currency Used

Use Currency of your Bank Account

Financial Progress

Some Key Indicators

As at August / September 2016

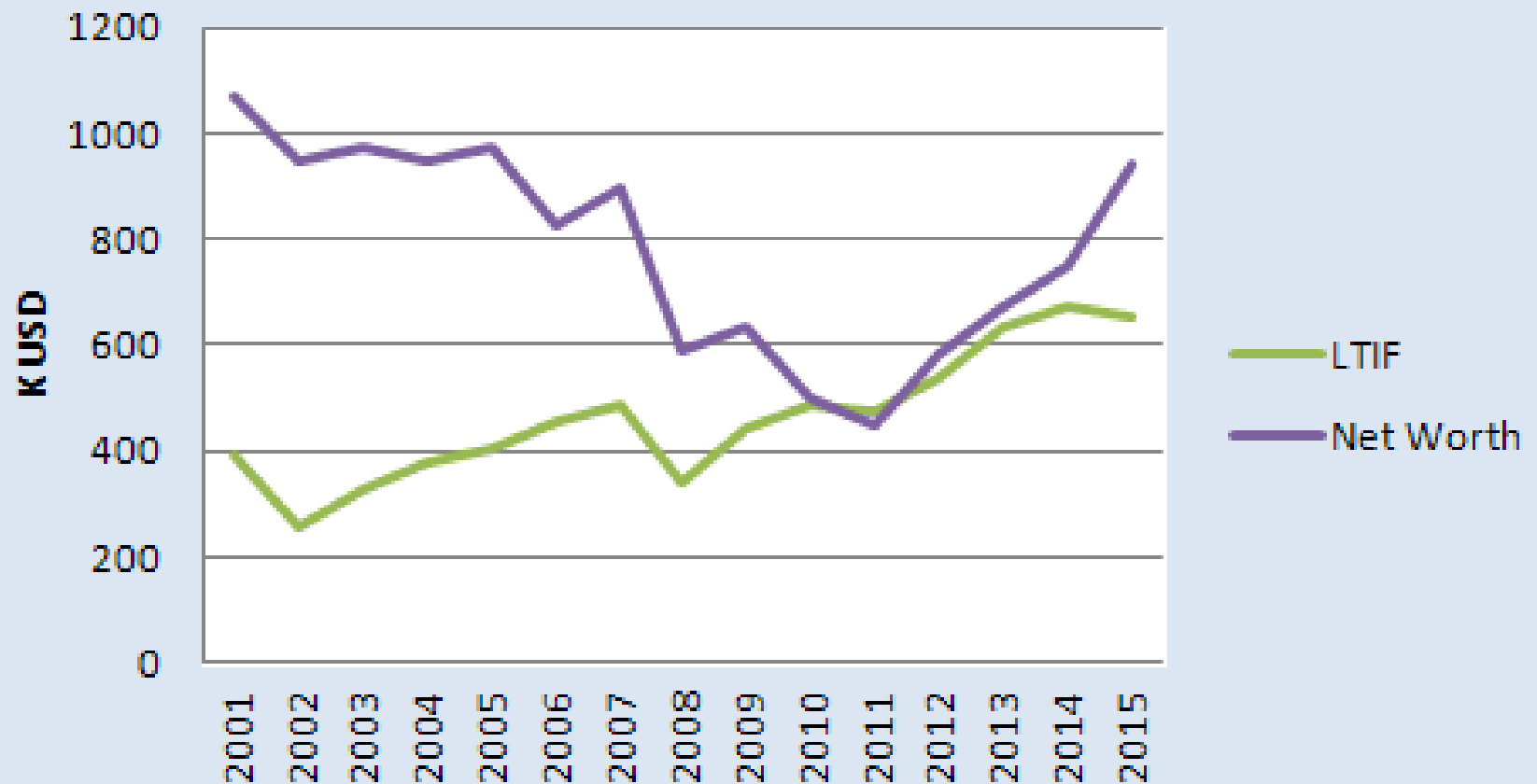
Total Assets held by Region 8 \$ 1,319,572:44

Capital and Reserves \$ 941,660:66

From Profit and Loss Account \$ 377,911:78 +

Region 8 is technically over-capitalised.
Some care is needed with cash-flow.

Fifteen Year Trend



A Proposed Budget for Year 2017

Budget 2002: \$607:90K

Budget 2005: \$688:85K

Budget 2007: \$632:00K

Budget 2008: \$770:51K

Budget 2009: \$563:00K

Budget 2010: \$537:50K

Budget 2011: \$680:00K

Budget 2012: \$609:50K

Budget 2013: \$640:50K

Budget 2014: \$640.50K

Budget 2015: \$620:50K

Budget 2016: \$677:50K

**Budget 2017
\$743:50K**

Income:
Regional Assessment
Direct Support: M

Voluntary Contributions
Interest Received

Administration Fees
Balancing Charge

Expenses:
R 8 Committee M
R 8 Committee M
Regional Committee
Regional Committee

OPCOM

Region 8 Director
☐ Representing F
☐ Ad-hoc commi
☐ Discretionary f

Region 8 Director
☐ Representing F
☐ Representing F

Region 8 Past-Di
☐ N&A Committe
☐ Awards and Re
☐ Strategic Plan

Vice Chair for Tec
☐ Technical Activ
☐ R8 Conference
☐ Chapters (Chai
☐ Standards
☐ Educational Ac
☐ Industrial Relat
☐ Projects and In

Vice Chair for Mem
☐ Membership A
☐ Region 8 News
☐ Electronic Con
☐ Membership D
☐ Professional A
☐ Affinity groups
☐ GOLD
☐ Projects and In

Vice Chair for Stu
☐ Student Activit
☐ Student Paper
☐ Student Branch
☐ Student Branch
☐ Student Branch
☐ Regional Stud
☐ Projects and In

Region 8 Secretar
☐ Administrative
☐ Secretarial (Co

Region 8 Treasur
☐ Audit and Supp
☐ General (Site In
☐ VCF Coordinat

Total of Budget

2017 Budget Proposal (\$K U.S.)

| <i>Expense Caption</i> | <i>Income</i> | <i>Expense</i> | |
|---|---------------|----------------|--------|
| | | Project | Total |
| Income: | | | |
| Regional Assessment: Membership Dues Element | 545.00 | | |
| Direct Support: MGA Allocation for Management of the Region | 175.00 | | |
| Support for Members outside of Sections | 6.00 | | |
| Voluntary Contributions: Member Donations | 11.00 | | |
| Interest Received: Bank Accounts | 3.00 | | |
| Administration Fees for Conference Technical Co-Sponsorship | 5.00 | | |
| To Reserve Account | 1.50 | | |
| Expenses: | | | |
| R8 Committee Meeting: Accommodation and Social (Stockholm) | | 90.00 | |
| R 8 Committee Meeting: Accommodation and Social (Sydney) | | 280.00 | 370.00 |
| Regional Committee Travel: Stockholm | | 55.00 | |
| Regional Committee Travel: Included in Sections' Congress (Sydney) | | | 55.00 |
| <input type="checkbox"/> Region 8 News: Mailing and Production | | 35.00 | 35.00 |
| <input type="checkbox"/> Region 8 Development Fund | | 20.00 | 20.00 |
| <input type="checkbox"/> Student and Young Professional Congress: Region 8 Support | | | - |
| OPCOM | | 25.00 | 25.00 |
| Region 8 Director: | | | |
| <input type="checkbox"/> Representing Region 8 | | 12.00 | |
| <input type="checkbox"/> Region 8 Vitality Project | | 3.00 | |
| <input type="checkbox"/> Ad-hoc committees, appointments and incentives | | 6.00 | |
| <input type="checkbox"/> Discretionary fund for activities and Section support | | 2.00 | 23.00 |
| Region 8 Director-Elect: | | | |
| <input type="checkbox"/> Representing R8 at Section, Chapter, and Conference activity | | 10.00 | |
| <input type="checkbox"/> Representing R8 in IEEE Meetings (Board of Directors) | | 7.00 | |
| <input type="checkbox"/> Strategic Planning Process | | 5.00 | 22.00 |
| Region 8 Past-Director: | | | |
| <input type="checkbox"/> N&A Committee Meetings | | 10.00 | |

The Longer Term Trends

The Resilience of Region 8

1. The Critical Mass
2. The Diversity
3. Communications Structure

Issues

1. Membership Development and Retention
2. Greater Investment in the Vice Chair operations
3. Streamline the administration required of volunteers

Region 8 Treasurer's Objectives

1. Maintain Cash Position. Cash flow in Region 8 can be sensitive. This is improved, but needs care.
2. Promote the Region 8 “Initiative” strategy.

Offer of up to \$30,000 for Section or Chapter projects

3. Improve Section and Chapter Reporting process

The volunteers would be more focussed on IEEE membership ~ *and the reason that they joined IEEE*

Questions on Region 8 Finance?



Innovation Fund

Initially from \$ 10,000 to \$ 30,000 available each year

Typical projects may be (but not limited to):

- Support for a Section or Chapter meeting featuring Industry executives
- Support for an event to revitalise or introduce a new Chapter
- Support to develop a public policy or government proposal having IEEE Interest
- Support for a technology innovation project by a Student or Young Professional IEEE branch
- Support to establish or to revitalise a Student branch

Budget Belgrade Motions

| Motion | Text | 2006 | 2007 | 2008 | approved |
|--------|-----------------------------------|---------|-----------|------|-----------|
| 1 | VCF | | | | |
| 2 | A&R | | | | |
| 3 | Sac 1 | | \$6,000 | | \$6,000 |
| 4 | Sac 2 | | \$5,000 | | \$5,000 |
| 5 | SAC 3 | | \$5,000 | | \$5,000 |
| 6 | PA 1 | | | | |
| 7 | PA 2 | | \$20,000 | | \$8,000 |
| 8 | MD 1 - HAC | | \$10,000 | | \$10,000 |
| 9 | IRC 1 | \$5,000 | \$20,000 | | withdrawn |
| 10 | IRC 2 | | \$23,000 | | \$15,000 |
| 11 | IRC 3 | | \$2,000 | | withdrawn |
| 12 | IRC 4 | | | | withdrawn |
| 13 | IRC 5 | | | | |
| 14 | CC 1 | | \$4,000 | | \$4,000 |
| 15 | EA 1 | | | | |
| 16 | EA 2 | | \$12,000 | | |
| 17 | EA 3 | | \$5,000 | | \$5,000 |
| 18 | EA 4, TEP | | \$2,000 | | \$2,000 |
| 19 | Conf. 1, Melecon | | \$6,000 | | \$6,000 |
| 20 | conf 2, africon | | | | |
| 21 | Conf 3, IEEE sponsored conference | | | | |
| 22 | FG1 | | | | |
| 23 | FG2 | | | | |
| 24 | FG3 | | \$48,000 | | \$30,000 |
| 25 | FG4 | | | | |
| 26 | FG5 | | \$8,000 | | \$8,000 |
| 27 | FG6 - company accreditation | | \$3,000 | | postponed |
| 28 | FG 7 - expert now | | | | |
| 29 | FG 8 - TryEngineering | | \$15,000 | | \$15,000 |
| 30 | FG 9 - University Accreditation | | \$6,000 | | \$6,000 |
| 31 | FG 10 - open source | | \$3,000 | | \$3,000 |
| 32 | Lebanon 1 | | \$5,000 | | \$5,000 |
| 33 | Lebanon 2 | | \$6,000 | | |
| 34 | VC SA from the floor | | | | |
| 35 | | | | | |
| 36 | | | | | |
| 37 | | | | | |
| 38 | | | | | |
| 39 | | | | | |
| 40 | | | | | |
| | | \$5,000 | \$214,000 | \$0 | \$133,000 |

region 8 IEEE Innovation Fund

To submit your applications for funding please provide us with this information:

Applicant:

| | |
|--------------------------|--|
| Applicant Name | |
| Position in Region 8 | |
| IEEE Membership Number | |
| Contact email address | |
| Contact telephone Number | |
| Contact address | |

Description of Innovation proposal:

| | |
|--|--|
| Title of the work | |
| <p>A brief overview of the proposed project</p> <p>How will the funds awarded support the project?</p> <p>Members of the project team</p> <p>Use an attached document if appropriate</p> | |
| Estimated Start Date | |
| Funding requested USD/Euro | |

Note: Funds will not be allocated for personal research, tuition, or indirect costs.

A final report including financial documentation is required on completion.

Any images or descriptions of the project can be considered for IEEE Region 8 publication.

Application Review:

| | |
|----------------------|--|
| Title of the Work | |
| Name of Applicant | |
| Position in Region 8 | |

| | |
|----------|--|
| Reviewer | |
|----------|--|

Evaluation:

The Application as proposed for funding may contain some or all of the following components:

| | |
|--|--|
| The Benefit to Region 8 The support to the IEEE mission Soundness of project organisation Public outreach Value analysis | |
|--|--|

Reviewer's request for further information if appropriate:

| | |
|--|--|
| Gap analysis Concerns to be addressed | |
|--|--|

Recommended Funding USD / Euro



The Viapath scientific learning and development fund helps scientists invest in their own development and the twice yearly innovation academy symposium attracts national and international speakers. The judges thought this was a brilliant development.

Dominic Harrington, scientific director at Viapath has won a major UK award in the Advancing Healthcare awards programme for allied health professionals and healthcare scientists. He was recognised for his achievement in creating the Innovation Academy to share developments among healthcare scientists and the wider community.

Questions?



Thank you!